

CHECKLIST



Town of Cottesloe

Planning Approval (Development)

When submitting an Application for Planning Approval (Development) the information outlined below is required prior to the application being assessed. **This checklist must be completed and submitted with the application.**

- Completed APPLICATION FORM signed by the owner(s) of the land;
- Payment of the relevant planning fee (refer to Fees and Charges for Planning);
- Written cover letter summarising the proposal and justification for any variations to the Town's Local Planning Scheme, Residential Design Codes of Western Australia (addressing the relevant Design Principles) and Policy requirements (if applicable);
- Non-residential applications - details of staff and customer numbers, allocated parking bays, frequency of deliveries and hours of operation where applicable;
- Heritage listed properties – A heritage assessment may be required, in a form approved by the Heritage Council of Western Australia. Please refer to the Town's Heritage List (refer to Heritage Protection information on the Town's website);
- Three (3) sets of plans drawn to scale (including one set at A3 size, or an electronic copy on USB) detailing the following:
 - Site Analysis to a scale of not less 1:200;
 - Parking, turning & manoeuvring areas and crossovers;
 - Proposed and natural ground levels, finished floor levels, and location and height of retaining walls;
 - Location of new buildings/structures and existing buildings to be retained;
 - Courtyards and location of drying areas, where applicable;
 - Details of front fencing;
 - Overshadowing and privacy cone of vision diagrams.
 - Floor plans (1:100 for all floors, and an internal layout of any existing structure to be retained);
 - Elevations (1:100), indicating the natural ground levels along the boundaries;
 - A roof plan overlaid with natural ground level contours clearly depicting the relative level at each corner and roof pitch of the proposed dwelling(s) in relation to the natural ground level vertically below;
 - A Site Feature Survey (including street verge), drawn to scale (not less than 1:200), endorsed by a Licensed Surveyor, showing:
 - Existing and interpolated natural ground level contours at 0.5m intervals extending past property boundaries;
 - Relevant spot levels; location and finished floor levels of adjoining buildings;
 - Existing structures, including retaining walls;
 - Street trees & other fixtures (bus stops, power poles, traffic islands etc.);
 - Lot boundaries and dimensions; and
 - Landscaping and minimum required tree planting area (*refer clause 5.3.2 (C2.2) of the Residential Design Codes*).

Residential applications - two or more dwellings:

- A diagram of indicative lot boundaries and sizes, including any common property (a 'pre-calc.' plan); and
- A composite elevation showing the existing and proposed streetscape for all new dwellings.

